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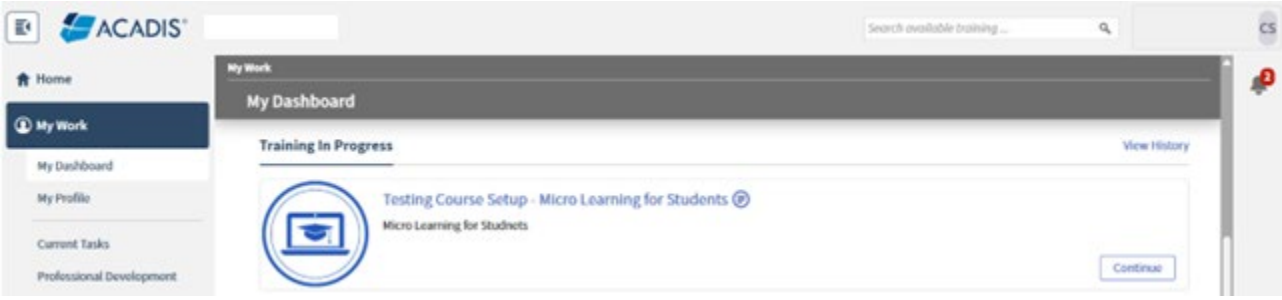
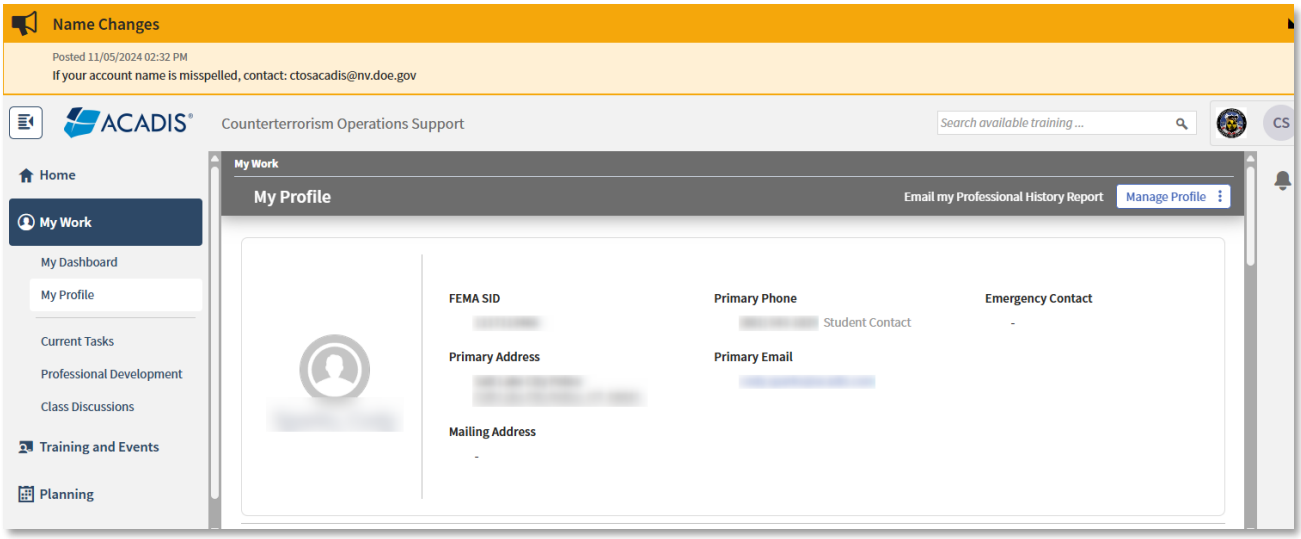
The Portal Home Page

Follow this link to the CTOS Portal Homepage: https://ctos.acadisonline.com/

When logging into the Acadis portal you will first see the Dashboard. This page will quickly display any ongoing training, tests, or surveys that may be available to you.

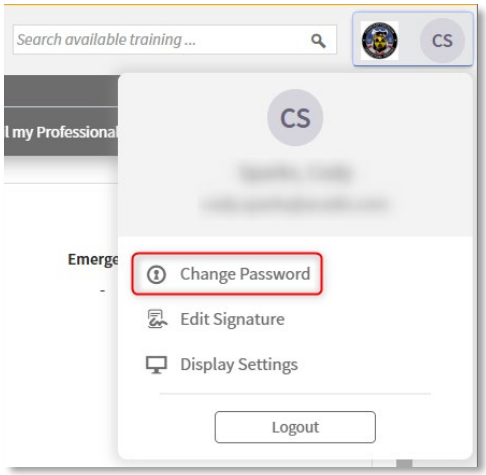


Click on **My Profile** under **My Dashboard** on the left side panel to navigate to the profile page, which contains various information about you that is stored on your account.



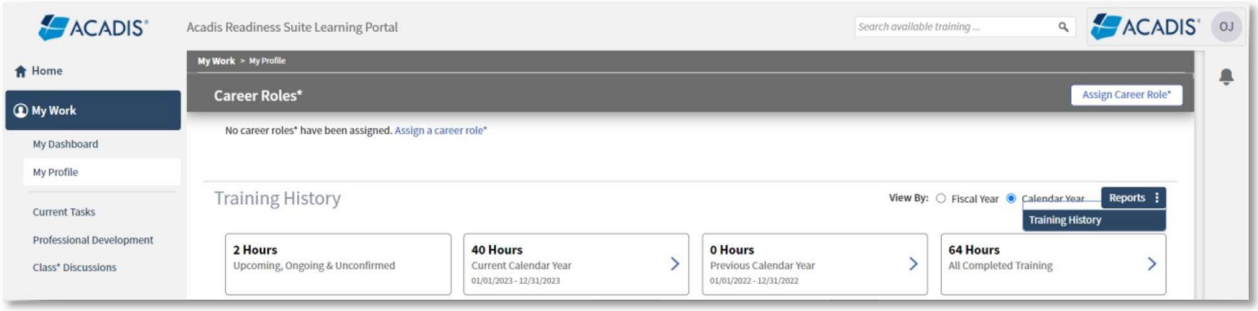
Note that you can change your phone number and email address by clicking on **Manage Profile**, but other information such as your name and FEMA SID would need to be edited by an admin. Contact ctosacadis@nv.doe.gov for assistance.

To change your password, click on your initials in the top right corner and then **Change Password**

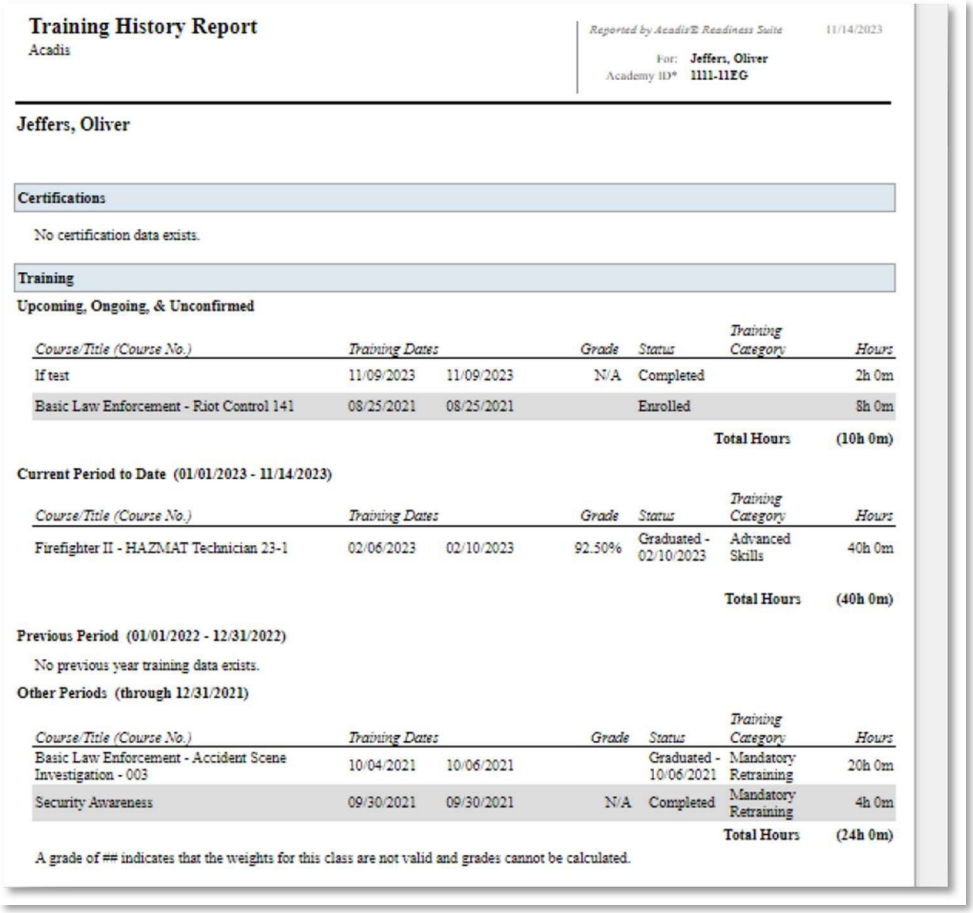


Printing Your Full Training History

To view and print your training history, start on the Profile page and scroll down to the Training History band. Click on the Reports button, then select Training History from the menu of options.



A full Training History Report like the one shown here will automatically open in a new window.



Training History Report
Acadis

Reported by Acadis® Readiness Suite 11/14/2023
For: **Jeffers, Oliver**
Academy ID* **1111-11EG**

Jeffers, Oliver

Certifications

No certification data exists.

Training

Upcoming, Ongoing, & Unconfirmed

Course/Title (Course No.)	*Training Dates*		*Grade*	*Status*	*Training Category*	*Hours*
lf test	11/09/2023	11/09/2023	N/A	Completed		2h 0m
Basic Law Enforcement - Riot Control 141	08/25/2021	08/25/2021		Enrolled		8h 0m
					Total Hours	**(10h 0m)**

Current Period to Date (01/01/2023 - 11/14/2023)

Course/Title (Course No.)	*Training Dates*		*Grade*	*Status*	*Training Category*	*Hours*
Firefighter II - HAZMAT Technician 23-1	02/06/2023	02/10/2023	92.50%	Graduated - 02/10/2023	Advanced Skills	40h 0m
					Total Hours	**(40h 0m)**

Previous Period (01/01/2022 - 12/31/2022)

No previous year training data exists.

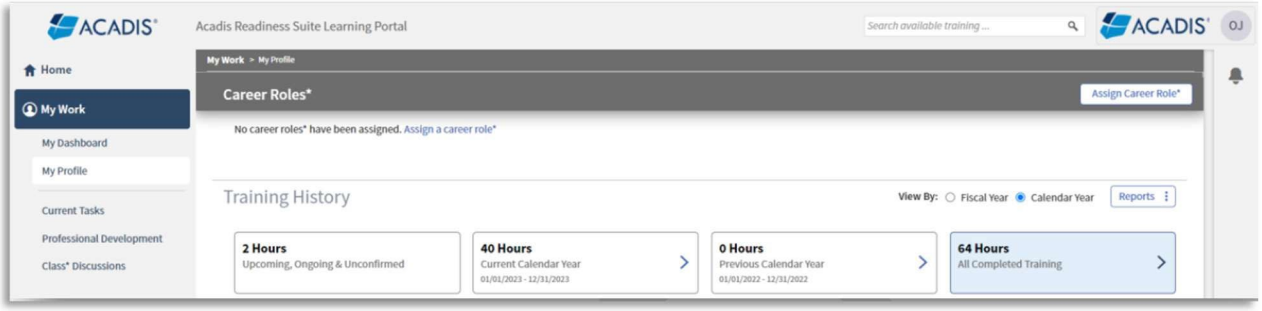
Other Periods (through 12/31/2021)

Course/Title (Course No.)	*Training Dates*		*Grade*	*Status*	*Training Category*	*Hours*
Basic Law Enforcement - Accident Scene Investigation - 003	10/04/2021	10/06/2021		Graduated - 10/06/2021	Mandatory Retraining	20h 0m
Security Awareness	09/30/2021	09/30/2021	N/A	Completed	Mandatory Retraining	4h 0m
					Total Hours	**(24h 0m)**

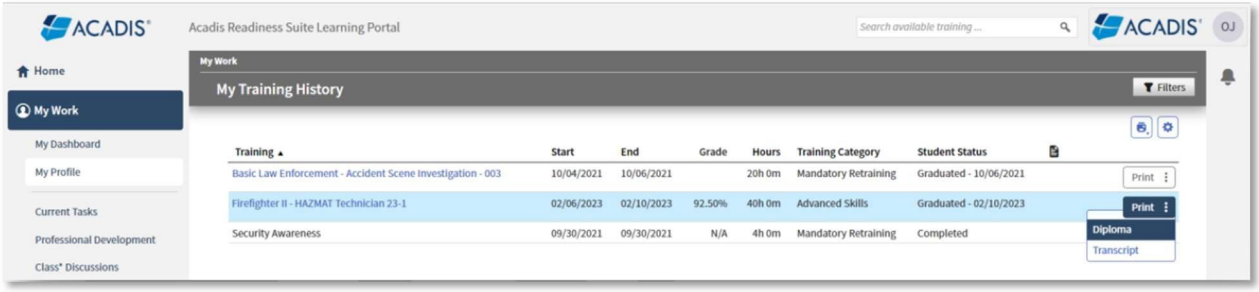
A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.

Printing a Diploma (Course Completion Certificate)

Start on the profile page and scroll down to the Training History band. Click on the All Completed Training box on the right side of the screen.



Find the relevant Course listed under My Training History and click on the corresponding Print button, then select Diploma (Course Completion Certificate) from the menu of options.

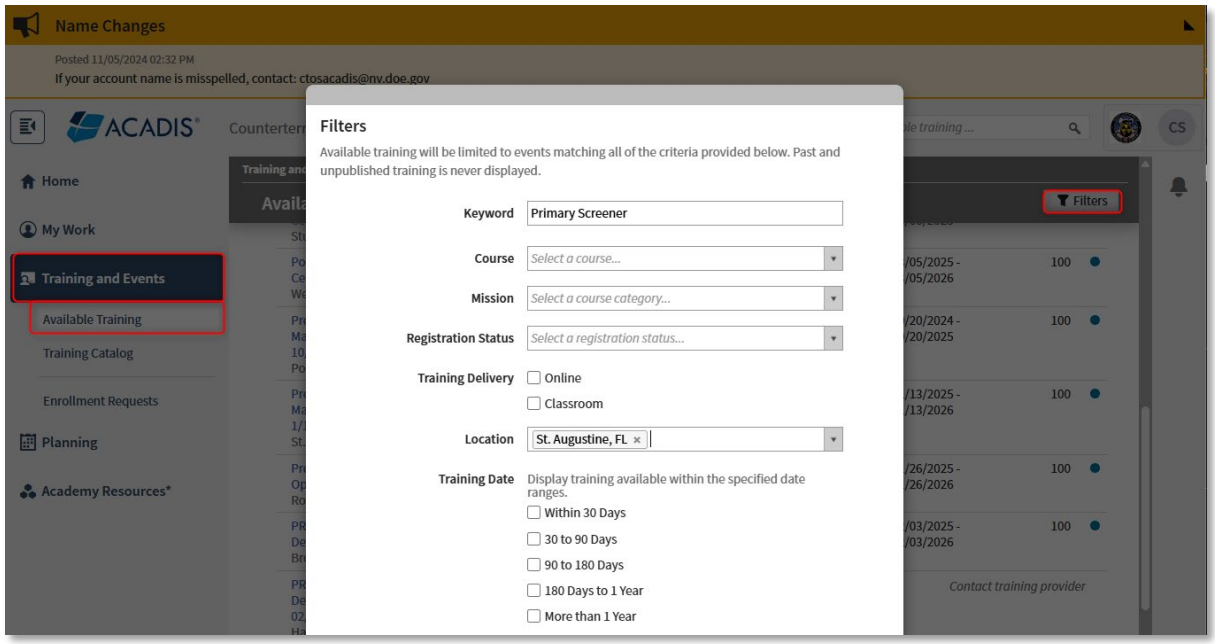


A Diploma (Course Completion Certificate) like the one shown here will automatically open in a new window.

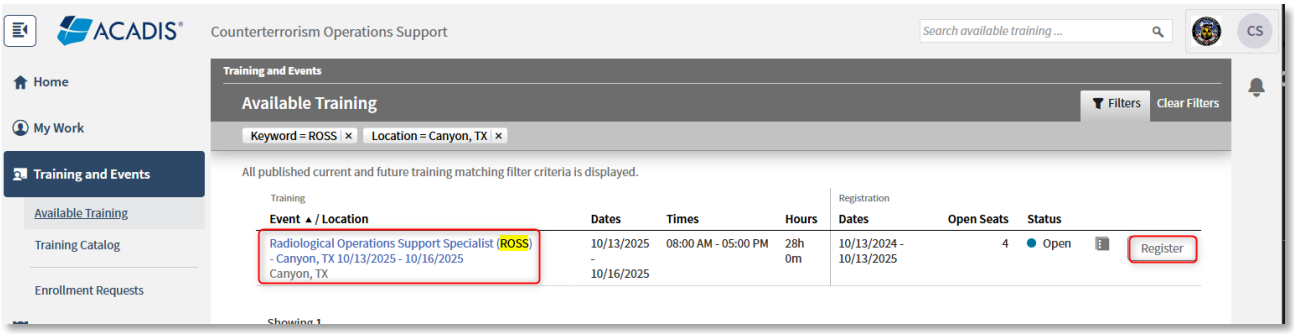
Find and Register for Training

Search for Available Training

Click on **Training and Events** to expand the Training menu. Click on **Available Training** to see a list of all available training, including Web Based Training events. Use filters (by keyword, location, or date) to quickly narrow choices.



Click **Take Training** or **Register** to enroll. Click on the Event name to view additional details about the class.

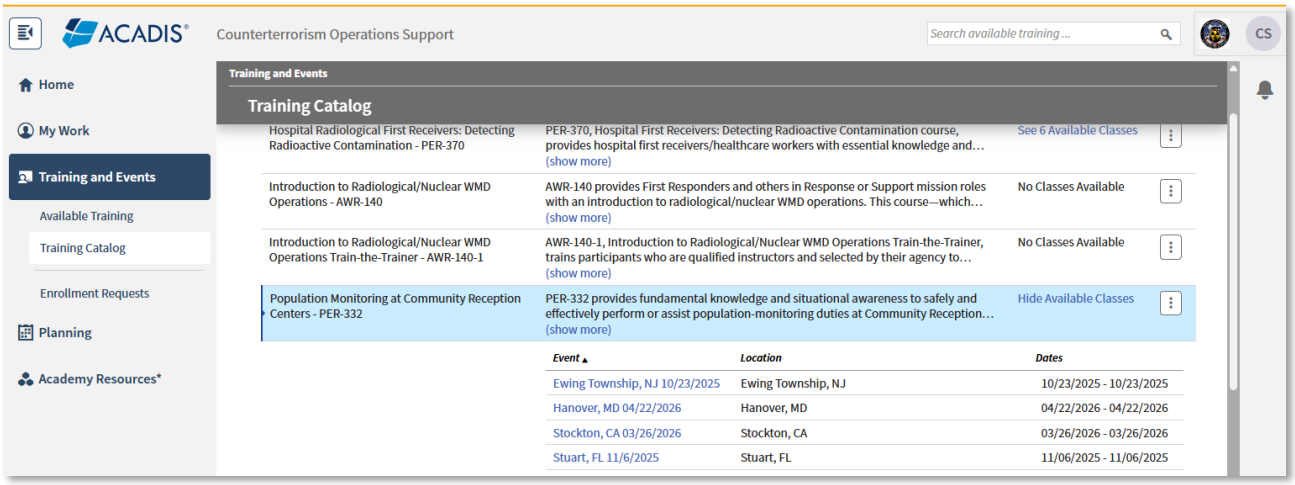


Note that each class can have unique sign-up requirements including required pre-requisites, a waiting list or training point of contact approval. The system will assist you through the enrollment process when these requirements are present.

NOTE: By default, instructor-led courses located outside of the state on your account will not be visible or available for enrollment.

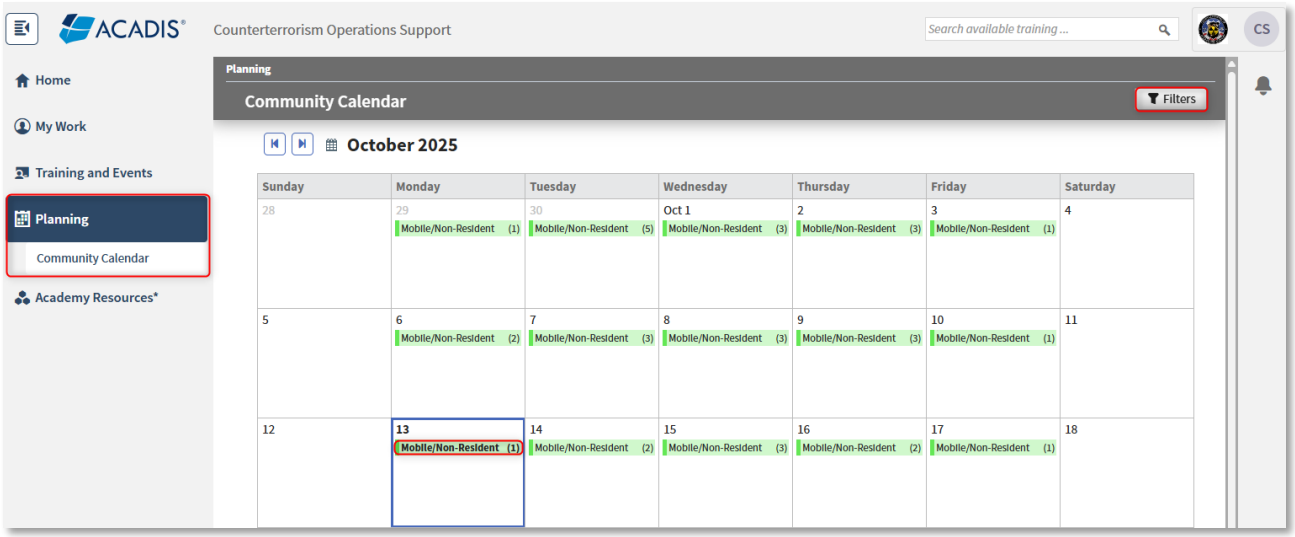
Training Catalog

The training catalog is an additional way to search for available classes. Each available course will be displayed by name, click on the prompt to see available classes. Each class is hyperlinked to the details page, which contains a button to request enrollment.

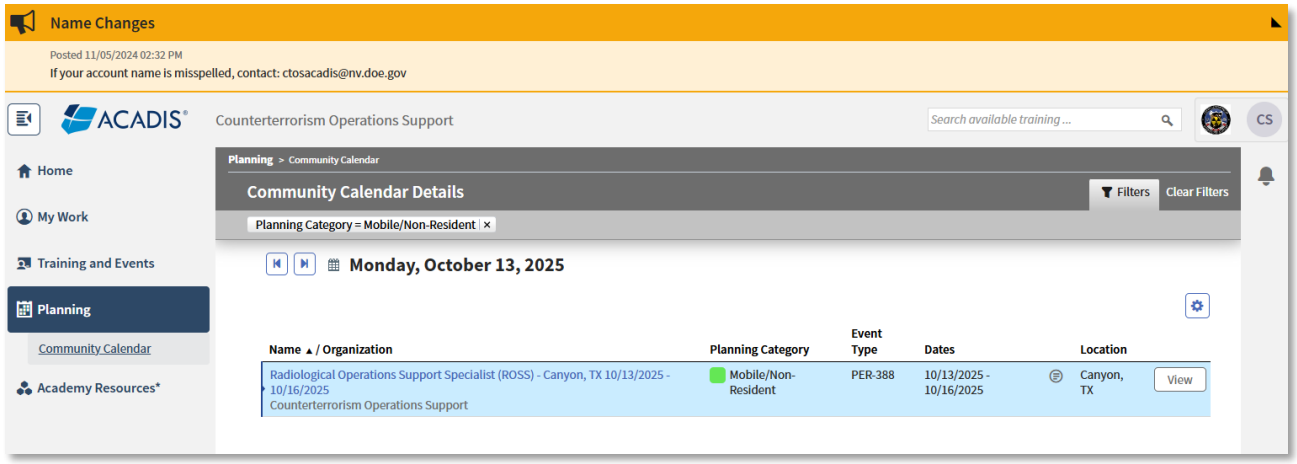


The Community Calendar

Click on **Planning** and then **Community Calendar** to view a calendar view of upcoming and ongoing classes. This calendar view can also be filtered. From the high-level view only the category (Mobile/Non-Resident or Resident) and the number of classes are visible, clicking into the band reveals additional details and individual classes can be viewed and enrolled in.



Click on **View** to read class details and request enrollment.



Quick Support Tips

- Pop-ups are required for many functions on Acadis. If something won't load enable pop-ups and cookies.
- Your password will lock out after 3 unsuccessful attempts. Use the **Reset Password** link to set up a new password. If the account is locked, contact ctosacadis@nv.doe.gov
- Non-U.S. citizens are required to fill out the **Foreign Access Management** form before registering for a class. You can find this form under WebForms on the log in page under the Resources panel.